



# **Army Comptroller Career Management**

## **Accreditation Briefing**



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**Second Business Managers' Conference  
June 13, 2001**

**Comptroller Proponency Office  
CML (703) 697-1983 DSN 227-1983  
Homepage: [www.asafm.army.mil](http://www.asafm.army.mil)**



# Accreditation Program Objectives

- Competency Maintenance
- Continuous Improvement
- Evaluation
- Peer Awareness
- Counseling and Career Planning

**ASA (FM&C)  
and CP 11  
Strategic Plans**



# Five Components of Accreditation

Continuous Professional Development

Training  
Mandatory & Electives

Formal  
Education

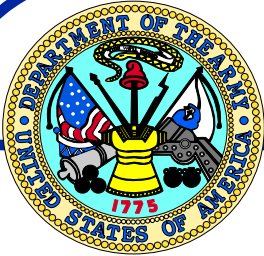
**ACCREDITATION**

Certification

Performance  
Enhancing  
Job Experience

Continuous Professional Development

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# Comptroller Accreditation Program

## Four Levels

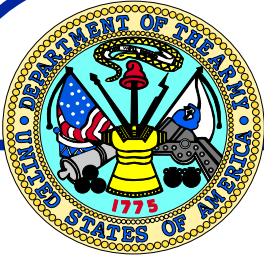
**Level I** - Performs fundamental, basic and routine activities while gaining subject matter expertise. Generally, works under close supervision of a team leader, supervisor, etc. ( **Duration 3-5 years** )

**Level II** - Functions independently and applies knowledge and experience to variety of complex situations. Works with minimal guidance and direction from team leader, supervisor, etc. ( **Duration 3-5 years** )

**Level III** - Serves as senior specialist/analyst, team leader or supervisor. A recognized expert with broad responsibilities and high visibility. ( **Duration 3-5 years** )

**Level IV** - Has executive capability for Installation, Directorate, and/or Agency-level policy and implementation. ( **Duration 3-5 years** )

**Levels not tied to Grades or Rank**



# Comptroller Accreditation Program

## Levels I – IV Criteria

### ◆ Formal Education

- Bachelors Degree -*Recommended*
- OR
- *15 years experience (10 years Federal service) – FY 2001 Only*
- Professional Certification – *Recommended*

### ◆ Other Training

- Financial Stewardship Courses
- Financial Decision Support Courses
- Leadership and Organizational Management Courses

### ◆ Mandatory Training

- PPBES Course
- Fiscal Law Course
- Analysis Course

### ◆ Performance Enhancing Job Experience(s)

- 90-day Performance Enhancing Job Experiences

**40 CPE Required  
Every Year to  
Maintain Level IV**



# Comptroller Accreditation Program

## Mandatory Training

- ◆ Planning, Programming, Budgeting and Execution System
- ◆ Fiscal Law
- ◆ Analysis

## Elective Training

- ◆ Financial Stewardship
- ◆ Financial Decision Support
- ◆ Leadership and Organizational Management



## Financial Management Core Competencies

### Financial Stewardship

- Accounting
- Auditing
- Budgeting
- Fiscal Law
- Managerial and Fiscal Responsibility
- Resource & Program Management

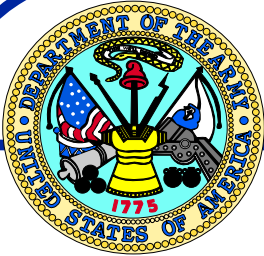
### Financial Decision Support

- Acquiring and Contracting
- Business Processes and Practices
- Cost and Operations Research Analysis
- Information Technology Management and Application
- Managerial Services
- Organizational Performance Measurement
- Program Management

### Leadership & Organizational Management

- Interpersonal Skills
- Human Resource Management
- Leadership & Management Development
- Strategic Vision

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## **PERFORMANCE ENHANCING JOB EXPERIENCES**

- **Short-term job assignments that reinforce training and professional development through specialized and or/managerial experience.**
- **Performance Enhancing Job Experience include:**
  - **Full-time participation on task forces, special projects, study groups, and process action teams**
  - **Developmental assignments, intern rotational assignments, and exchange programs**
- **Completion of two or more one year CP11 job series or FA 45 assignments can be credited as performance enhancing job experiences. Credit will be given for each additional one year assignment after the first assignment.**
- **Duration of 90 days or longer.**



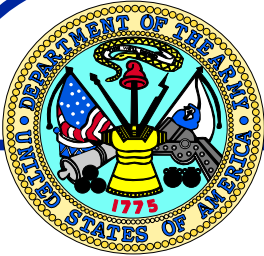
# Performance Management Model

Performance Management Model			
Level I (Duration 3-5 Years)	Level II (Duration 3-5 Years)	Level III (Duration 3-5 Years)	Level IV (Duration 3-5 Years)
Intro to Team Building Diversity Training Fiscal Law* Planning, Programming, Budgeting & Execution System* Actions Officers Orientation** Intern Leadership Management Course** Analysis Course*	Army Long Term Training Professional Resource Management Course Personnel Management for Executives I & II Enhanced Defense Financial Management Training Intro to Supervision Professional Military Comptroller School Army Comptrollership Program Defense Resource Management Course Army Congressional Fellowship Organizational Leadership for Executives Sustaining Base Leadership and Mgmt Program at AMSC		Johns Hopkins/Syracuse Brookings Fed Exec Institute Harvard Senior Service College
Two Performance Enhancing Job Experiences	Two Performance Enhancing Job Experiences	Two Performance Enhancing Job Experiences	One Performance Enhancing Job Experience
Financial Analyst Training Courses (Finance School, USDA, Private Sector, etc.)	Financial Analyst Training Courses (Finance School, USDA, Private Sector, etc.)	Financial Analyst Training Courses (OPM, DoD, USDA, Private Sector, Finance School, etc.)	Financial Analyst Training Courses (OPM, DoD, USDA, Private Sector, etc.)

\* Mandatory Courses for all Careerists

\*\* Mandatory Courses for Interns

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## **Army Comptroller Accreditation and Financial Management Professional Certification Websites**

**Army Comptroller Accreditation Program**

**[www.asafm.army.mil/](http://www.asafm.army.mil/)**

**Certified Defense Financial Manager**

**[www.asmccertification.com](http://www.asmccertification.com)**

**Certified Public Accountant**

**[www.aicpa.org/](http://www.aicpa.org/)**

**Certified Internal Auditor**

**[www.theiia.org/](http://www.theiia.org/)**

**Certified Cost Analyst**

**<http://www.erols.com/scea>**

**Certified Financial Manager**

**<http://www.imanet.org/>**

**Certified Management Accountant**

**<http://www.imanet.org/>**

**Certified Fraud Examiner**

**<http://www.cfenet.com/>**

**Certified Government Financial Manager**

**<http://www.agacqfm.org>**

**Certified Information Systems Auditor**

**<http://www.isaca.org/>**

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# Comptroller Accreditation Program

## Forms and Tools

- ◆ Accreditation Evaluation Form  
(AEF)
- ◆ Supervisor's Accreditation  
Evaluation Worksheet
- ◆ 3-Year Individual Development  
Plan (3yIDP)

(incorporate Comptroller Accreditation requirements into Acquisition IDP)



**If you want one year of prosperity,  
grow grain.**

**If you want ten years of prosperity,  
grow trees.**

**If you want one hundred years of prosperity,  
GROW PEOPLE.**

**- Chinese Proverb -**